

Sabbatical Proposal Review Criteria

Scale: (very poor) 0 1 2 3 4 5 6 7 8 9 10 (very strong)

1. **Concept:** To what degree are the project goals/aims clear? (0-10 points)
2. **Outcomes and Scope:** To what degree are the project plan and expected outcomes clear? Does the applicant successfully argue for the significance of the project? Is the project of a type and scope to warrant time reassignment? (0-10 points)
3. **Plan, Logistics, Timeframe:** Are the timeline and project plan reasonable and congruent with one another? Are logistical considerations appropriately addressed? (0-10 points)
4. **Deliverables and Benefits:** What are the contributions of this project to students, the university, and/or academic discipline? (0-10 points)
5. **Record:** To what degree do past accomplishments in scholarship, teaching, service and EDI merit consideration for a sabbatical? (0-10 points)
6. **Career Arc:** To what degree does the proposed project support the longer-range professional goals of the applicant? (0-10 points)

Hallmarks of a Successful Sabbatical Proposal at Various Career Stages and Trajectories

Early-career (within 5 years of tenure)

The sabbatical proposal extends the **results** of recent scholarly activity or **further development** of scholarship after significant teaching/service contributions.

Examples of meritorious projects:

- Conversion of published articles into a book
- Analysis of accumulated data for publication
- Preparation of a grant proposal for external funding to continue a successful project
- Expanding an existing collection of creative works

Later-career scenario I (mid-career: 6-10 years from tenure or late-career: > 10 years from tenure)

Recent academic contributions, beyond effective teaching, have focused on curriculum development or service to department or university, and have shifted away from scholarship.

The sabbatical proposal focuses on **restarting** a program of scholarly activity.

The merit of the proposed project will be judged on the **significance** of its outcome to the academic discipline and the university, as well as the **feasibility** of the methods proposed to reach the outcome.

Later-career scenario II (mid-career: 6-10 years from tenure or late-career: > 10 years from tenure)

Academic contributions beyond effective teaching have included a balance of scholarship and service.

The sabbatical proposal includes evidence of **continuous scholarly productivity**.

Examples of meritorious projects:

- Any of the activities listed for early-career faculty
- Proposal to shift direction of research; merit will be judged on the **significance** of the outcome to the academic discipline and the university, and demonstrated **preparedness** of the proposer to move into the new area.
- Initiating a “**high-risk/high reward**” line of investigation; merit is enhanced if proposer demonstrates high level of sustained scholarly productivity.